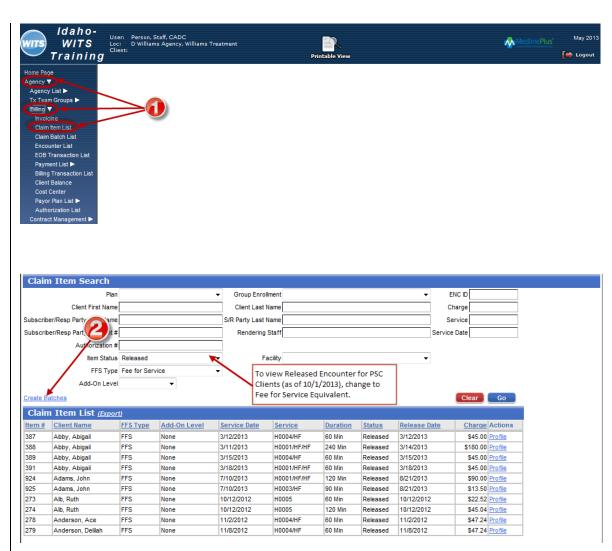# Batching – Creating, Reviewing/Rejecting Claim Items from a Batch, Billing

Creating a Batch

When the generator is turned on, Encounters with an Active Authorization and a status of Released will be automatically batched.

1. **Getting here:** Login, select the **Facility,** click **Agency**, **Billing**, and click **Claim Item List** on the navigation pane.

2. The Item Status will default to Released. Click **Create Batches**.

   NOTE: to search by a date range, use a colon between the date (1/1/2013:1/31/2013), to search for encounters prior to a date use < (<1/1/2013), to search for encounters after a date use > (>7/1/2013).

05/20/14

3. Select the **Available Plans** and click the Top Arrow to move the selected plan(s) to the Selected Plans box.

4. Click **Go**.

5. The claim items for the selected plans are being batched. Click **Claim Batch List** on the navigation pane.

Choose Plan(s) for Batching

Available Plans

IDOC Funding

Selected Plans

State General

③

④

Cancel   Clear   Go

Idaho-WITS Training | User: Person, Staff, CADC | Loc: D Williams Agency, Williams Treatment | Client: | Printable View | MedlinePlus | July 2013 | Logout

Home Page
Agency ▼
  Agency List ▶
  Tx Team Groups ▶
Billing ▼
  Invoicing
  Claim Item List
  Claim Batch List
  Encounter List
  EOB Transaction List
  Payment List ▶
  Billing Transaction List

ⓘ The claim items for the selected 1 plan(s) are being batched. This may take a few minutes to complete.

Claim Item Search

Plan		Group Enrollment		ENC ID	
Client First Name		Client Last Name		Charge	
Subscriber/Resp Party First Name		S/R Party Last Name		Service	
Subscriber/Resp Party Account #		Rendering Staff		Service Date	
Authorization #					
Item Status	Released	Facility			
FFS Type	Fee for Service				
Add-On Level					

⑤

Reviewing/Rejecting Claim Items from a Batch

6. On the Claim Batch List, select the Status of **Released** and click **Go**.

7. Click **Claim Items** to review the individual claim items in the batch.

8. Click **Profile** to review the individual Encounter note.

   NOTE: only billing information can be viewed.

9. Click **Finish**.

Provider Claim Batch List

Plan Name	Created Date
Billing Form	Transmit Date
Batch #	Status Released
FFS Type Fee for Service	

Clear   Go

Claim Batch List *(Export)*   *Download 837*

Batch #	☐	Status	Batch For	FFS Type	Billing Form	Order	Charges	Service Mo/Yr	Created	Transmit	Actions
104		Released	IDOC-Provider Training Agency	FFS	WITS Batch	P	$79.65		8/30/2013		Claim Items | Profile

⑧

Claim Item List for Batch 104 *(Export)*   *Remove From Claim Batch*

☐	Claim #	Item #	Client Name	CPT	Status	Auth #	Cost Center	Charge	Actions
☐	404	879	Cherry, AA	H0005	Batched	1284		$37.26	Profile
☐	405	1153	Banana, C	H0004	Batched	1139		$28.89	Profile
☐	406	1041	Banana, T	H0003	Batched	1186		$13.50	Profile

Profile for Claim Item #879 for Cherry, AA

ENC ID: 1993	Delivered Service: H0005/HZ/HF	FFS Type Fee for Service
	Service Start: 8/19/2013 10:00 AM	
Program: Adult OPop	Service End: 8/19/2013 11:30 AM	
Diagnoses: 305.00 / /	Duration: 90 Min	
Pregnant:	# Sessions/Units: 1	
Status: Batched	Rendering Staff: Doors, Ophem	

Service Fee
Billing Units 6.00 X Rate / Unit $6.21 = $37.26

Cost Center
Billing Note

Group Enrollment IDOC Group [IDOC Funding, 4]   Encounter Post Date 8/19/2013

Tier Type Fee for Service   Created Date 8/19/2013 12:22 PM

Service Category
Payor Billing Service OP and IOP (Group): H0005/HZ/HF
Category Outpatient

Service Location Office
Unit Desc 1 unit = 15 Min
Authorization 1284-90847   Available 268.14

Available to pay
this claim item: 268.1400

Administrative Actions

Claim # 404   Claim Batch # 104   Claim Batch Created Date 8/30/2013 5:11 PM

⑨

Finish

4

10. **Check the box** next to the Claim Item to be removed from the Batch.

NOTE: claims rejected from a batch will have the status of Awaiting Review. Claims with this status must be individually reviewed and the status must be changed to Released before they can be batched at a later date.

11. Click **Remove From Claim Batch**. The Claim Item is removed from the Batch

Provider Claim Batch List

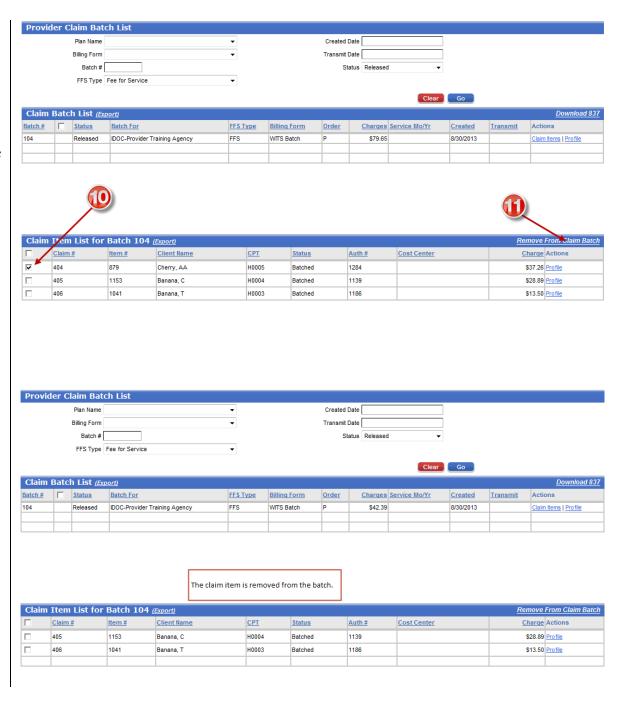|					
Plan Name			Created Date		
Billing Form			Transmit Date		
Batch #			Status	Released	
FFS Type	Fee for Service				

Clear Go

Claim Batch List *(Export)* — Download 837

Batch #		Status	Batch For	FFS Type	Billing Form	Order	Charges	Service Mo/Yr	Created	Transmit	Actions
104		Released	IDOC-Provider Training Agency	FFS	WITS Batch	P	$79.65		8/30/2013		Claim Items | Profile

Claim Item List for Batch 104 *(Export)* — Remove From Claim Batch

	Claim #	Item #	Client Name	CPT	Status	Auth #	Cost Center	Charge	Actions
☑	404	879	Cherry, AA	H0005	Batched	1284		$37.26	Profile
☐	405	1153	Banana, C	H0004	Batched	1139		$28.89	Profile
☐	406	1041	Banana, T	H0003	Batched	1186		$13.50	Profile

Provider Claim Batch List

Plan Name			Created Date		
Billing Form			Transmit Date		
Batch #			Status	Released	
FFS Type	Fee for Service				

Clear Go

Claim Batch List *(Export)* — Download 837

Batch #		Status	Batch For	FFS Type	Billing Form	Order	Charges	Service Mo/Yr	Created	Transmit	Actions
104		Released	IDOC-Provider Training Agency	FFS	WITS Batch	P	$42.39		8/30/2013		Claim Items | Profile

The claim item is removed from the batch.

Claim Item List for Batch 104 *(Export)* — Remove From Claim Batch

	Claim #	Item #	Client Name	CPT	Status	Auth #	Cost Center	Charge	Actions
☐	405	1153	Banana, C	H0004	Batched	1139		$28.89	Profile
☐	406	1041	Banana, T	H0003	Batched	1186		$13.50	Profile

Billing Claim Batches

12. Click **Profile**.

13. Click **Bill It** under Administrative Actions.

Provider Claim Batch List

Plan Name			Created Date	
Billing Form			Transmit Date	
Batch #			Status	Released
FFS Type	Fee for Service			

Clear | Go

Claim Batch List *(Export)*

Download 837

Batch #		Status	Batch For	FFS Type	Billing Form	Order	Charges	Service Mo/Yr	Created	Transmit	Actions
104		Released	IDOC-Provider Training Agency	FFS	WITS Batch	P	$42.39		8/30/2013		Claim Items | Profile

⑫

Claim Item List for Batch 104 *(Export)*

Remove From Claim Batch

	Claim #	Item #	Client Name	CPT	Status	Auth #	Cost Center	Charge	Actions
	405	1153	Banana, C	H0004	Batched	1139		$28.89	Profile
	406	1041	Banana, T	H0003	Batched	1186		$13.50	Profile

Provider Claim Batch Profile

Batch #	104		Charge Amount	$42.39
Batch For	IDOC-Provider Training Agency		Status	Released
Created By	Buskey, Michelle		Created Date	8/30/2013 5:11 PM
Updated By	Buskey, Michelle		Updated Date	8/30/2013 5:11 PM
Billing Form	WITS Batch		Transmit Date	
Order	Primary		Ignore Warnings	No
Service Month/Year			FFS Type	Fee for Service

Errors List *(Export)*

Batch #	Level	Message	Created	Claim #	Item #

⑬

Administrative Actions

Awaiting Review   Hold   Void   Bill It

Cancel | Save | Finish

14. The status of the Batch is Billed. Click **Finish**.

Provider Claim Batch Profile

Batch #	104	Charge Amount	$42.39
Batch For	IDOC-Provider Training Agency	Status	Billed
Created By	Buskey, Michelle	Created Date	8/30/2013 5:11 PM
Updated By	Buskey, Michelle	Updated Date	8/30/2013 6:19 PM
Billing Form	WITS Batch	Transmit Date	8/30/2013 6:19 PM
Order	Primary	Ignore Warnings	No
Service Month/Year		FFS Type	Fee for Service

Errors List *(Export)*

Batch #	Level	Message	Created	Claim #	Item #

Administrative Actions

Finish